



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 16-010

Project Management Specialist

Date:

05/02/16

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist, FSN-11

OPENING DATE: May 2, 2016

CLOSING DATE: May 16, 2016

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-11, Salary Range from \$41,798.00 up to \$65,794.00 (Basic Rate + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Agency for International Development (USAID) in San Salvador is seeking applications for a Project Management Specialist in the Democracy and Governance Office.

BASIC FUNCTION OF THE POSITION

Under the supervision of the Team Lead in Rule of Law and Governance (US Direct hire). The USAID Project Management Specialist (Rule of Law and Governance) is responsible for the design, implementation, and evaluation of USAID assistance in the area of Democracy, Rule of Law and Governance and provides technical expertise in human rights, rule of law, and governance.

This position contributes in designing and planning robust rule of law and governance activities, manages procurement processes, and serves as the Contracting Officer Representative (COR)/Agreement Officer Representative (AOR) of contracts, agreements, and grants to implement effective rule of law and governance programs. The Specialist conceptualizes and articulates sector strategies, and implements, monitors, and evaluates existing and new programs. The Specialist liaises with senior-level contacts with the Government of El Salvador (GoES), the donor community, civil society organizations, implementing partners (IPs), and other stakeholders; and reports on Mission efforts in the sector to USAID/Washington, and contributes to Mission strategy and annual reporting documents. Serves as advisor to Mission Management on rule of law and governance, and as principal liaison with the LAC Bureau on all rule of law and governance related matters; and, performs information gathering, analysis, and reporting.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

1. Activity Implementation, Management and Monitoring

50%

The Specialist performs all functions of a COR/AOR. The Specialist has full responsibility to require corrective action when programs/projects/activities are underperforming, and for recommending replacement of key contractor personnel if required. The Specialist monitors and evaluates on-going programs, prepares performance reports, drafts briefing papers, writes concept papers, and completes other periodic documentation for the Mission, the Embassy, USAID/Washington, the Department of State, the US Congress, and others, as required. The incumbent is responsible for the day to day flow of operations as outlined below:

A. Responsible for the achievement of objectives for strengthening rule of law and governance by working closely with respective implementing partners. This includes:

i. Drafts and presents activity documentation for clearance and approval, including pre-GLAAS procurement request documents, activity implementation letters, justifications for waivers, requests for purchases, and related Activity correspondence.

ii. Accountable for all substantial involvement and oversight responsibilities for USAID in the implementation instruments such as approval of annual work plans, approval of key personnel, and monitoring and evaluation of Recipients' work plans. Obtains feedback from the Supreme Court, Prosecutor's Office, National Police, Human Rights Ombudsman, and other GOES institutions as necessary to ensure compliance with established strategies.

iii. Provides technical directions to the contractors and recipients and assures that they perform the technical requirements of the contract or agreement in accordance with the terms, conditions, and specifications. Provides advice to contractors and recipients on internal procedures, standards, and USAID methodologies

iv. Evaluates performance of the contractors and recipients, makes recommendations to increase effectiveness, and directs appropriate action to effect correction of any deficiency observed.

v. Provides overall supervision and monitoring responsibility for contractors and recipients, evaluates work performance, and approves work plans, budgets, payments, and compliance with USAID regulations.

vi. Provides technical inputs to and participates in decisions to terminate the use of some or all contractors or recipients where performance is judged to be below required standards.

vii. Keeps the DG Office and the Front Office informed about progress, results, problems and proposed solutions.

B. Maintains contact with contractors or recipients, including conducting regular site visits to the field for the purpose of monitoring and identifying issues related to the progress of the project(s) and the relationship between contractors and/or recipients and the GOES counterpart. Acts as USAID representative on field and inspection visits to activity sites; ascertains progress, identifies implementation problems and recommends solutions.

C. Coordinates and analyses studies, assessments, research, and surveys, related to rule of law and governance. Uses information from research documents produced to prepare factual, statistical, and analytical reports.

D. Prepares analysis, documentation, and budget sections for project amendments, amendments to contracts or modifications to cooperative agreements or grants, or other binding documents, as well as documentation for conclusion of the assistance or acquisition documents, and end-of-project reports. Prepares necessary project appraisal and recipients' performance reports. Drafts and presents other project documents for clearance, consideration, and approval. Takes the lead in drafting responses to incoming related correspondence, ensuring mission clearance and timely responses.

E. Monitors project implementation, including achievement of objectives, cost share level, and leverage of additional funds, as well as commodity requirements and uses for compliance with USAID regulations and eligibility rules.

F. Responsible for maintaining control and managing budgets for the implementing mechanisms and overseeing financial and management operations.

2. Program Activity Planning and Development

25%

As Activity Manager and Contracts/Agreement Officer Representative (COR/AOR), the incumbent is responsible for all phases – including design, development, implementation, monitoring, and management of rule of law and governance programming. As FSN rule of law and governance specialist, the incumbent advises the DG Office Director, USG senior management, and other Activity Managers on the design and development of USAID human rights, rule of law, and governance strategies. The incumbent coordinates with other key actors to ensure appropriate coordination and maximum impact of USG interventions in these areas.

- A. Plans, designs, and helps develop projects under the rule of law and governance program and is responsible for coordinating with the Democracy and Governance Office Director and the Strategic Development Office (SDO) for the development of new designs.
- B. Responsible for drafting and presenting in final statements of work (SOW), program descriptions, and/or terms of reference of procurement documents necessary to carry out key activities under rule of law and governance. Responsible for conducting the process of technical selection of contractors or recipients, including analysis of proposals or applications to determine potential contractors or recipients' level of technical and managerial competence, performing past performance review, and conducting a cost realism analysis.
- C. As the key Mission point of contact and COR/AOR for the implementing mechanisms under rule of law and governance programs with an emphasis on human rights and juvenile justice, conducts negotiations with officials from the Government of El Salvador (GOES) and other implementing agencies regarding design, development, and implementation.

3. Coordination and other Management Responsibilities

15%

Provides technical advice and direction on rule of law and governance, ensuring alignment with USAID Agency wide strategies, including the Central America Regional Security Initiative and the Alliance for Prosperity. He/she carries out the following activities:

- A. Serves as an FSN expert on rule of law and governance, in particular human rights, juvenile justice, gender-based violence, and community policing. Provides technical advice and input to the Democracy and Governance team, working closely with other members of the team, including the Rule of Law and Governance Team Lead, and the DG Office Director.
- B. Establishes and maintains contact with the highest level justice sector institutions, including the Supreme Court, Prosecutor's Office, and National Police, and GOES officials, including the Presidential Technical Secretariat, private sector representatives, multilateral and bilateral donors. Serves as the Mission's primary FSN point of contact with justice sector institutions.
- C. Participates in Mission monitoring and reporting of achievement of Activity objectives and related Mission Strategic Objectives through the preparation of DG's Portfolio Reviews, Mission reports and plans.
- D. Briefs Front Office, USG Management and the DG Director on rule of law and governance issues, problems, and recommendations. Prepares scene setters and drafts speeches for senior management's public relations on rule of law and governance related activities.
- E. Represents the USG and USAID Mission at national, regional and international meetings and forums on rule of law and governance related matters. USAID/Washington staff, and others, as required. In this role ensures appropriate planning, implementation, coordination and strengthened working relationships among relevant parties.
- F. Performs other related duties as may be assigned periodically.

4. Other Responsibilities

10%

The Specialist is frequently tasked with requests from USAID/Washington, the Embassy, and elsewhere to provide quick turnaround on requests for information, situational analysis, and high priority and ad hoc reports. Performs other duties as assigned or required.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Bachelor's degree in law, political science, public administration, international relations, international development, or other related discipline is required.
2. **EXPERIENCE:** Five years of progressively responsible professional experience with either the GoES, an NGO, or the private sector is required. Substantive experience in promoting rule of law and governance is required.
3. **LANGUAGE:** Level IV (fluent) in English oral/written is required.
Level IV (fluent) in Spanish oral/written is required.
4. **KNOWLEDGE:** An in-depth knowledge of rule of law and governance is essential, including understanding of best practices in reforming and strengthening democratic institutions. Knowledge of political processes and civil society issues in El Salvador is essential as well.
5. **SKILLS AND ABILITIES:** The Specialist must have a high level of expertise and ability in the sector, and the ability to advise Mission management on GoES development and issues related to rule of law and governance. Program design, budgeting, implementation, monitoring, and evaluation skills are essential. Computer literacy is essential, including competency in the entire Microsoft Office suite, particularly in the use of Microsoft PowerPoint and complex spreadsheet programs such as Microsoft Excel. The ability to effectively communicate complicated policy, strategy, and program issues orally and in writing is required. The Specialist must have good interpersonal, coordination, and management skills; be able to coordinate successfully with all parts of the USAID Mission, and with the Embassy in order to advance program interests; be able to handle sensitive issues diplomatically, represent USAID authoritatively, and use good judgment in speaking on behalf of USAID in high-level meetings with GoES, NGO, and other donor officials, and in conferences, seminars, workshops, etc.; and possess good organizational and management skills.
6. **IT IS REQUIRED that candidates complete the DS-0174 form and submit it. Applicants that do not use form DS-0174 will be disqualified.**

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174); <http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Executive Office
USAID / El Salvador

ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: May 16, 2016

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID / EXO



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